

MILPERSMAN 1306-100

ENLISTED DISTRIBUTION MANAGEMENT SYSTEM

| | | | | |
|-------------------------------|--------------------------|--------|-----|----------------|
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| | |
|-------------------|--|
| References | EPMAC Document 1080#4, Enlisted Distribution and and Verification Report User's Manual (EDVRMAN) OPNAVINST 1000.16J Diary Message Reporting System User's Manual (DMRSMAN) |
|-------------------|--|

1. **Purpose.** This article addresses the Enlisted Distribution Management System for active duty United States Navy (USN)/United States Naval Reserve (USNR) personnel.

2. **Background**

a. Billet control, personnel procurement, training, and distribution are processes in the Enlisted Distribution Management System. Authorized billets are the Navy's yardstick for measuring personnel management's ultimate objective of placing the right member in the right job.

b. Procurement and training managers (manning control authorities (MCAs), major manpower claimants, fleet commanders) are continually striving to build the personnel base to support the requirements while personnel distributors (Navy Personnel Command (NAVPERSCOM), Enlisted Placement Management Center (EPMAC)) are faced with the challenge of how to best assign personnel excesses and shortages to most nearly meet the billet requirements.

3. **Distribution Management Controls**

a. **Functions of Distribution Management Controls.** To support Deputy, Chief of Naval Personnel (DCNP) responsibility for controlling assignment of enlisted personnel, and fleet commander responsibility for readiness of activities under their command, three distinct and separate functions of enlisted distribution management controls were established. These are allocation control, manning control, and assignment control.

(1) **Allocation Control.** Allocation control is the function of allocating available personnel resources to the four MCAs (NAVPERSCOM, Commander, Naval Reserve Force (COMNAVRESFOR), Commander, Pacific Fleet (COMPACFLT), and Commander, Atlantic Fleet (COMLANTFLT)).

(a) **For Designated Strikers and Petty Officers.** This control is exercised by NAVPERSCOM, Distribution Management/ Allocation/Resources and Procedures Division (PERS-45) for all designated strikers and petty officers.

(b) **For SN, FN, and AN.** Commanding Officer, EPMAC exercises allocation control for SN, FN, and AN.

(2) **Manning Control.** Manning Control consists of two functions, manning and placement.

(a) **Manning** is the function of determining the quality, quantity, and priority for assignment of personnel to all billets within a composite.

(b) **Placement** is the function of communicating unit personnel vacancies to the assignment control authorities (ACAs) and directing the order in which these vacancies are to be filled.

(3) **Assignment Control.** Assignment control is selecting, detailing, and ordering of particular members to fill billets per manning levels and priorities designated by the MCA.

(a) **For Designated Strikers and all Petty Officers.** NAVPERSCOM, Enlisted Assignment Division (PERS-40) is the ACA for designated strikers and all petty officers.

(b) **For Enlisted TAR Personnel.** Naval Reserve Personnel Center (NAVRESPERS-CEN) (N30) is the ACA for all enlisted TAR personnel.

(c) **For SN, FN, and AN.** Commanding Officer, EPMAC is the ACA for SN, FN, and AN.

(d) **Availability Time Table.** A member becomes an asset available to the ACA for detailing purposes 3 months prior to the member's projected rotation date (PRD).

b. **Assignment of an Activity to a MCA.** All activities are assigned to one of the four MCAs. Generally, continental United States (CONUS) shore activities are under one of two MCAs; ships,

squadrons and activities in the Pacific Ocean area are under an MCA; and ships, squadrons, and activities in the Atlantic Ocean area are under another MCA. The MCAs are:

(1) **For Most CONUS Activities.** NAVPERSCOM, Manning Control Authority Branch (PERS-453) is MCA for most CONUS and overseas activities.

(2) **For Most CONUS Activities Concerned with Naval Reservist Training.** COMNAVRESFOR (N02A) is MCA for most CONUS activities, which are primarily concerned with the training of naval reservists.

(3) **For Activities in the Pacific Ocean Area.** COMPACFLT is MCA for activities in the Pacific Ocean area.

(4) **For Activities in the Atlantic Ocean Area.** COMLANTFLT is MCA for activities in the Atlantic Ocean area.

(5) **Availability Time Table.** A member becomes an asset under the control of the MCA from the time of issuance of orders to transfer to an activity belonging to the MCA, until 3 months prior to the member's PRD.

4. Supporting Information Systems

a. To support allocation, manning, and assignment control functions, three automated personnel management information systems have been developed. They are as follows:

(1) **Projection System**, supporting the allocation control function.

(2) **Navy Manning Plan (NMP)**, supporting the manning function.

(3) **Personnel Requisition System**, which supports the placement function.

b. These systems assist personnel managers to allocate total Navy personnel resources to the major composites, apportion available personnel assets among activities within a composite, and measure personnel needs and establish an activity's priority for the assignment of personnel.

5. Projection System

a. **Functions.** The Projection System has two major functions as follows:

(1) **Personnel Strength Projection.** The first function is to predict what the Navy distributable personnel strength will be nine months in the future. **NOTE:** These predictions are based on the number of personnel already assigned to billets, a survey of members who are under orders to be transferred from one billet to another, and a measurement of personnel available for assignment.

(2) **Personnel Allocation.** The second function is to equitably allocate available personnel assets to each composite.

b. **Distributable Communities.** For distribution purposes, Navy enlisted personnel are assigned to distributable communities. Distributable communities are specified Navy Enlisted Classification (NEC) or rating communities composed of billets and personnel who are on board for duty, and not in the members' account as students, transients, patients, prisoners, or holdees, and who are counted using the assigned rate fields in Exhibit 1 or distribution NEC fields as shown on the Enlisted Distribution and Verification Report (EDVR).

(1) **Management of Distributable Community.** NAVPERSCOM (PERS-45) exercises management control over all distributable communities by establishing the structure of all distributable communities, maintaining and publishing the structure of distributable communities, controlling the hierarchy of distributable communities, analyzing and coordinating actions on all recommended changes to the structure of distributable communities, and implementing approved changes to the structure of distributable communities.

(2) **Management by Ratings or NEC.** Normally, personnel assets and billets are managed by ratings; however, because of highly specialized training, certain members and billets are managed by NEC independent of rating. When NAVPERSCOM (PERS-45) determines that an NEC will be managed as a distributable community, independent of rating, the NEC is designated either "**Closed Loop**" or "**Transitory**". The distinction between these two NEC categories is based on the manner in which personnel are projected for assignment.

(a) **Closed Loop NEC.** The Closed Loop NEC distributable community consists of personnel who are projected

and assigned to consecutive tours within that NEC skill area. **NOTE:** A Closed Loop NEC distributable community is normally associated with one rating or group of ratings sharing a common occupational skill, and where the member has earned a highly specialized talent within member's general rating experience. This member is managed based solely on this NEC skill.

(b) **Transitory NEC.** The Transitory NEC distributable community consists of a variety of ratings sharing a common supplemental skill, which may not be generically associated with the member's actual rating.

1. This member is managed by the NEC only during the period in which the member is serving in a billet requiring that NEC skill. Upon completion of a Transitory NEC tour, the member is reassigned to a requirement within member's primary rating.

2. A complete list of distributable community NECs and ratings is available through the Active Readiness Information System (ARIS) program.

3. All enlisted personnel and billets belong either to an NEC distributable community or a rating distributable community.

4. Rating distributable communities are normally established within both the sea **and** shore composites; however, NEC distributable communities may be established in either the sea composite, shore composite, or both.

5. NECs which are not defined as distributable communities, but which are used to identify **special categories** of personnel assignments, are called **pseudo distributable community NECs**.

6. NAVPERSCOM (PERS-45) also maintains the pseudo distributable community NEC listing. See Exhibit 2.

c. **Billet Structure Subdivision**

(1) **Subdivision by Detailing Composites.** Having determined the members and billets, which will be managed by rating or NEC, the total Navy billet structure is subdivided into detailing composites.

(a) **Sea or Shore Subdivision.** The first division designates billets as either sea or shore. This sea/shore division indicates whether a billet is counted as sea duty or shore duty for personnel rotation.

1. **Shore Composite.** If an activity has a sea/shore Type Duty Code "1" (CONUS shore duty) or "6" (overseas preferred shore duty), the activity's billets are placed in the **shore composite**.

2. **Sea Composite.** The remainder of the billets (in sea/shore Type Duty Codes "2," "3," and "4") are placed in the **sea composite**.

(b) **Sea Composite Subdivisions.** The sea composite is further subdivided into the following:

1. **Submarine billets.**

2. **Nonsubmarine billets.** The nonsubmarine composite is termed the "sea-surface/air" composite.

(c) **Shore, Sea-Surface/Air, and Sea-Submarine Subdivisions.** The shore, sea-surface/air, and sea-submarine composites are again subdivided into seven paygrades (paygrades E-1 through E-3 are considered one paygrade in this division).

(d) **Paygrade Subdivisions.** Finally, each paygrade is subdivided into four MCAs representing the billets for which each of the MCAs has responsibility.

(2) **Categories for Members/Billets.** The subdivision process described above creates some 26,000 potential categories into which a member or billet could be counted. Exhibit 3 depicts these subdivisions.

(3) **Strength Projection/Personnel Asset Allocation.** The end result is to project future personnel strength and allocate personnel assets to each MCA by paygrade within the rating or NEC. Considering each rating and NEC distributable community and the subdivisions, the system is capable of projecting and allocating assets to some 3,300 distinct detailing composites. Exhibit 3 refers.

6. **Navy Manning Plan (NMP).** Since personnel assets rarely equal manpower requirements, distribution managers are faced with the problem of how best to utilize assets, which are short, or in excess of manpower requirements.

a. **Manning Plan for Distribution of Assets.** Solution of this problem requires a "manning plan" which will determine how shortages and excesses shall be distributed. This plan is termed the NMP. Using the projected level of assets for a composite and the billets authorized each activity, the NMP determines the most equitable level of manning an activity can expect for each detailing composite.

b. **Normal or Directed Manning Procedures.** The manning plan of a rating is determined under either "**normal**" or "**directed**" manning procedures.

(1) **Normal.** Determination of an activity's NMP under normal procedures indicates the activity plan is representative of its "fair share" of the predicted personnel assets for the MCA and composite.

(2) **Directed.** Directed manning indicates a Chief of Naval Operations (CNO) or MCA decision to man the activity at a level other than normal manning.

c. **NMP Procedure Determination Rule.** The procedure under which an activity's manning plan has been determined is indicated by the NMP rule displayed in Section 5 of the EDVR.

(1) A **numeral 1** or **2** as the first digit of the NMP rule indicates the activity's manning plan was determined under directed manning procedures. **NOTE: Numeral 1** indicates manning at a level other than 100% and **numeral 2** indicates 100% manning of billets authorized.

(2) The **numeral 9** means the activity's manning was determined under normal (fair share) procedures. Since directed manning reflects a CNO or MCA decision, no "fair share" computation techniques are applied to these plans.

(3) Prior to computing a **normal** manning plan, all **directed** manning billets and personnel assets committed to those billets are **subtracted** from the total number of billets and assets allocated to the MCA (See Exhibit 4).

d. **NMP Determination Constraints.** Three basic constraints are placed upon the determination of a NMP for a detailing composite at an activity.

(1) **Billets Authorized.** The first is that activities with the same total billets authorized will receive the same total manning plan.

(2) **Same Paygrade Structure/Same Paygrade Manning Plan.** The second is that, insofar as is possible, activities with the same billet paygrade structure will receive the same paygrade manning plan.

(3) **Paygrade Substitution Limitation.** The third constraint is that substitution of manning plan paygrades will be limited to plus or minus one paygrade in relation to the billet paygrade.

e. Normal Manning Determinations

(1) **First Step - Compute Activity's Total Manning Plan.** The first step in normal manning determinations is to compute an activity's total manning plan based on the activity's total billets authorized. This computation conforms to the constraint those activities with like total billets authorized will have identical total manning plans.

(2) **Second Step - Develop a Paygrade Target Manning Plan.** The second step is to develop a paygrade target-manning plan based on the activity's billet paygrade structure. Since the activity's total manning plan in relation to the total billets authorized represents a percentage of manning, then ideally, each paygrade within the billet structure should be manned at the same percentage. This ideal manning of each paygrade within the total is termed a paygrade target-manning plan. **NOTE:** The sum of the paygrade target manning plans must equal the total manning plan for a composite. Exhibit 5 refers.

(3) **Third Step - Determine Actual Manning Plan based on the Target Manning Plan.** The third step is the determination of the actual manning plan based on the target-manning plan. The target-manning plan assumes an equal percentage of assets for all paygrades, but the predicted percentage level of assets for each paygrade is rarely identical.

(a) Since sufficient assets are available to cover the total plan, it is necessary to determine how much of the paygrade target plan for a composite can be filled by assets of the same paygrade and how much of the remaining target plan must be filled by borrowing assets from an adjacent paygrade.

(b) A target composition percentage is computed by balancing predicted paygrade assets against the paygrade target plan, adhering to a plus or minus one paygrade substitution constraint. Exhibit 6 refers.

(c) The actual activity manning plan is determined by applying the target composition percentages to the paygrade target manning plan for each activity. Exhibit 7 refers.

(d) The result is an activity manning plan which represents the activity's fair share of the total predicted assets and the most practical mix of paygrade assets within the total plan.

f. **Factors Influencing an Activity's NMP.** Every attempt is made to maintain a rating manning plan as stable as practicable; however, certain factors influencing the manning plan of an activity must be accommodated.

(1) **Increase/Decrease in Assets Predicted.** The most obvious factor is that in which the ACA (NAVPERSCOM (PERS-45)) is predicting an increase or decrease in the total assets for a composite. The normal manning plan of all ratings must be recomputed periodically to take into consideration increasing or decreasing asset levels. Addition or deletion of CNO/MCA directed manning could require recomputation of NMP.

(2) **Increase/Decrease in Authorized Billets.** Another factor is a change in an activity's billets authorized. Any time there is an increase or decrease in the number of authorized billets for a paygrade, a new manning plan for the activity is computed.

g. **Effective Dates of Changes to NMP.** Unless otherwise directed by the MCA, all changes to an activity-manning plan become effective **9 months** in the future. This dampens the effect of changes in manning plans, providing detailers sufficient time to respond to increases, and allowing normal attrition to respond to decreases in manning plans. It is desired that manning plan changes have the least disruptive influence possible on members and the command.

7. **Personnel Requisition System.** The Projection System predicts the level of personnel assets and provides a base upon which the MCA can build a manning plan to apportion the assets to each activity. Each MCA must communicate their activities' qualitative and quantitative personnel needs to the ACA. This communication is provided by the Personnel Requisition System.

a. Personnel Requisition Functions

(1) Measure activity personnel needs to bring the activity first to its manning plan and second, if assets become available, from manning plan to full billets authorized. These needs are communicated as personnel requisitions.

(2) Communicate to the ACA in what sequence personnel are to be assigned to activities to fill their requisitions.

b. Measurement of Personnel Needs. The Personnel Requisition System measures the personnel needs of each activity for the forthcoming 9 months by comparing projected on board assets to the NMP, and NMP to billets authorized.

(1) The result of this measurement is a personnel requisition indicating to the ACA the rating or NEC required by the activity and the month in which the member is required on board.

(2) The requisition specifies whether the member is needed to bring the activity to NMP ("N" requisition); billets authorized ("A" requisition); or represents a paygrade imbalance ("P" requisition).

c. Sequence of Assignments - Priority to Certain Activities for Personnel Assignment. The CNO and the MCAs have directed that certain activities be given priority in the assignment of personnel assets. These priorities are termed **CNO Priority 1 and 2**, and **MCA Priority 3**.

(1) OPNAVINST 1000.16J contains a detailed explanation of these priorities, their usage and how personnel assets are allocated to meet the priorities.

(2) The priority that is assigned to a rating or NEC within an activity is indicated by the second digit of the NMP rule displayed in Section 5 of the EDVR.

(a) A "0" indicates no priority.

(b) A "1," "2," or "3" indicates a **CNO priority 1 or 2**, and **MCA priority 3**.

(3) Within each priority, the MCAs have further directed that requisitions be arranged in a sequence based on such additional factors as the date the member is needed (take-up

month), the activity's percentage of manning, deployment status, and mission assignment.

(4) The result is an arrangement of all activity requisitions in a priority order, which indicates to the detailer the MCA's desired sequence in which the requisitions are to be filled.

8. **System Dynamics**. The supporting systems for enlisted distribution operate to optimize future assignments considering all personnel transactions that are planned and recorded in the personnel management information system. This information is constantly changing.

a. **Accurate Accounting is Critical**. Correct reflection of an activity's personnel needs in the personnel requisition is completely dependent on timely and accurate personnel and billet accounting. It is extremely important that activities thoroughly review the EDVR and manpower authorization, to ensure their accounts are accurate and up to date.

b. **Reassignments**. The reassignment of personnel prior to established PRD impacts adversely on unit stability and member morale; therefore, reassignments will not be made solely for the purpose of "leveling" where excesses have been created as a result of advancements or minor changes to billets authorized.

(1) Efforts to achieve planned levels of manning (NMP) will be primarily concentrated on reduction of excesses by normal attrition and assignment of rotating personnel and accessions to NMP vacancies.

(2) Should normal rotation of personnel not satisfy a critical manning situation, reassignments of members prior to PRD may be required.

(3) Such reassignments shall be kept to a minimum and will be accomplished only upon the direction of EPMAC upon approval from the respective MCA.

(4) Reassignment due to decommissioning/inactivation or major billet reductions shall be per procedures set forth in MILPERSMAN 1306-1100.

c. **Operational Readiness is Paramount**. The ACA, in responding to the needs and desires of members, must issue orders as far in advance as practical. The MCA, in evaluation of ever changing unit readiness, must continually refine vacancies and priorities. These two goals sometimes operate in opposition to

each other; however, the readiness of operational units is paramount. Although the ultimate assignment decision rests with the ACA, the operational requirements of the MCA will be a primary factor in the process.

9. **Inquiries and Correspondence.**

a. **Point of Contact (POC) for Unit Enlisted Manning.** Since the ACA responds only to deficiencies and priorities identified and directed by the MCAs, activities must ensure that all inquiries and correspondence regarding unit enlisted manning are addressed to EPMAC, New Orleans, LA, which performs the placement function as agent for the MCAs.

b. **POC - For Enlisted Personnel Matters that affect Unit Manning.** Exhibit 8 provides the POC for correspondence concerning enlisted personnel matters that affect unit manning.

EXHIBIT 1

DISTRIBUTABLE COMMUNITY RATINGS

| RATING | RCN | RATING | RCN | RATING | RCN | RATING | RCN |
|--------|------|--------|------|--------|------|--------|------|
| AB | 6700 | CTA | 1622 | GSE | 4401 | PN | 1800 |
| ABE | 6704 | CTI | 1666 | GSM | 4402 | PR | 7000 |
| ABF | 6705 | CTM | 1633 | HM | 8000 | QM | 0200 |
| ABH | 6706 | CTO | 1644 | HT | 4300 | RP | 2500 |
| AC | 6600 | CTR | 1655 | IC | 4200 | SH | 2490 |
| AD | 6200 | CTT | 1611 | IM | 1100 | SK | 2000 |
| AE | 6800 | CU | 5080 | IS | 2300 | SM | 0250 |
| AF | 6080 | DC | 4500 | IT | 1500 | SN | 3600 |
| AG | 7100 | DK | 2100 | JO | 2600 | STG | 0401 |
| AM | 6900 | DM | 3200 | LI | 3100 | STS | 0404 |
| AME | 6903 | DT | 8300 | LN | 1750 | SW | 5700 |
| AN | 7800 | EA | 5100 | MA | 0150 | TM | 0500 |
| AO | 6500 | EM | 4100 | MM | 3700 | UC | 5280 |
| AS | 7500 | EN | 3800 | MN | 0900 | UT | 5800 |
| AT | 6300 | EO | 5410 | MR | 3900 | YN | 1700 |
| AV | 6180 | EQ | 5380 | MS | 2200 | MCPON | 7900 |
| AW | 6400 | ET | 1000 | MT | 0810 | FLTCM | 7901 |
| AZ | 7400 | EW* | 0350 | MU | 3300 | FORCM | 7902 |
| BM | 0100 | FC | 0700 | NC | 1400 | CNOCM | 7903 |
| BU | 5600 | FN | 5000 | OM | 1200 | CMDCM | 7904 |
| CE | 5300 | FT | 0800 | OS | 0300 | | |
| CM | 5500 | GM | 0600 | PC | 2700 | | |
| CN | 6000 | GS | 4400 | PH | 7600 | | |

* Currently merging with the CTT Rate.

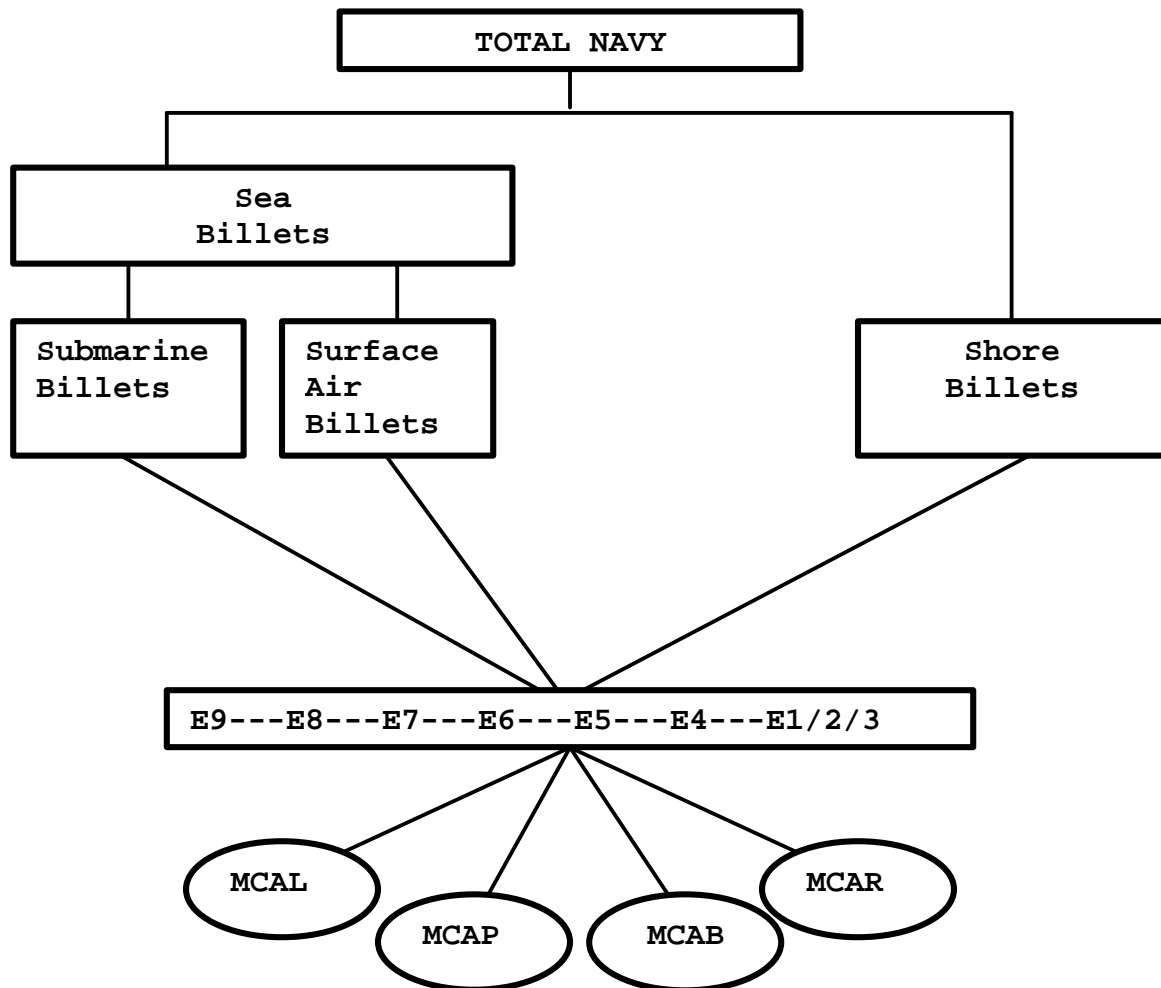
EXHIBIT 2

PSEUDO DISTRIBUTABLE COMMUNITY NEC LISTING

| PSEUDO DNEC | SPECIAL CATEGORY |
|-------------|---|
| 0051 | Seaman, Male |
| 0052 | Seaman, Female |
| 0053 | Seaman, Excess (Male/Female) |
| 0071 | Fireman, Male |
| 0072 | Fireman, Female |
| 0073 | Fireman, Excess (Male/Female) |
| 0091 | Airman, Male |
| 0092 | Airman, Female |
| 0093 | Airman, Excess (Male/Female) |
| 00CA | Conditional Assignment |
| 0054 | Pregnant Females, Reassigned Sea to Shore |

EXHIBIT 3

DETAILING SUBDIVISION PROCESS



- Distributable Communities: 102 ratings and 212 NECs
(102 + 212 = 314)
- Composites: Shore, Sea-Surface/Air, Sea-Submarine
- MCAs: NAVPERSCOM, COMLANTFLT, COMPACFLT, and
COMNAVRESFOR
- Detailing Composites: (314 X 3 X 4 = 3768)
- Paygrades: 7 paygrades (E1 - E3 combined)

EXHIBIT 4

NORMAL MANNING BILLETS AND ASSETS

| | BILLETS | PREDICTED ASSETS | PERCENT |
|-------------------------------|---------|---------------------|---------|
| MCA TOTAL | 600 | 458 | 76.33 |
| COMMITTED TO DIRECTED MANNING | 158 | 142 | 90.00 |
| AVAILABLE FOR NORMAL MANNING | 442 | 316 | 71.49 |

EXHIBIT 5

ACTIVITY TARGET MANNING PLAN

| PAYGRADE | E-9 | E-8 | E-7 | E-6 | E-5 | E-4 | E-3 | TOTAL |
|------------------------------|-----|-----|-----|-----|-----|-----|-----|-------|
| BILLETS AUTHORIZED | | | | 05 | 23 | | | 28 |
| TOTAL NMP | | | | | | | | 20 |
| TOTAL PERCENT | | | | | | | | 71.43 |
| PG TARGET MANNING PLAN | | | | 04 | 16 | | | 20 |

(PAYGRADE TARGET MANNING PLAN IS COMPUTED AS FOLLOWS:
TOTAL PERCENT X PAYGRADE BILLETS AUTHORIZED)

EXHIBIT 6

BALANCE OF TARGET PLAN AND PREDICTED ASSETS

| PAYGRADE | BILLETS AUTHORIZED | PREDICTED NMP | ASSET (+) EXCESS/ ASSETS | TARGET (-) NMP (PG) SHORTAGE | TARGET COMPOSITION PERCENT |
|----------|-----------------------|------------------|--------------------------------|------------------------------------|----------------------------------|
| E-9 | 7 | 11 | + 4 | E-9 7 | 100 |
| | | | | E-8 | |
| | | | | | |
| | | | | E-9 4 | 40 |
| E-8 | 10 | 22 | + 12 | E-8 6 | 60 |
| | | | | E-7 | |
| | | | | | |
| | | | | E-8 16 | 24 |
| E-7 | 67 | 87 | + 20 | E-7 51 | 76 |
| | | | | E-6 | |
| | | | | | |
| | | | | E-7 36 | 30 |
| E-6 | 120 | 101 | - 19 | E-6 84 | 70 |
| | | | | E-5 | |
| | | | | | |
| | | | | E-6 17 | 21 |
| E-5 | 83 | 56 | - 27 | E-5 56 | 67 |
| | | | | E-4 10 | 12 |
| | | | | | |
| | | | | E-5 | |
| E-4 | 21 | 16 | - 5 | E-4 6 | 29 |
| | | | | E-3 15 | 71 |
| | | | | | |
| | | | | E-4 | |
| E-3 | 8 | 23 | + 15 | E-3 8 | 100 |
| | | | | | |
| TOTAL | 316 | 316 | 0 | 316 | |

Note: Assets are "**passed down**" to the next lower paygrade when excesses exist. Assets are "**borrowed**" from the next lower paygrade, when shortages exist.

EXHIBIT 7

DETERMINATION OF ACTUAL ACTIVITY MANNING PLAN

| PAYGRADE | E-9 | E-8 | E-7 | E-6 | E-5 | E-4 | E-3 | TOTAL |
|------------------------|-----|-----|-----|-------|----------|-----|-----|-------|
| BILLETS AUTHORIZED | | | | 5 | 23 | | | 28 |
| TARGET PLAN | | | | 4 | 16 | | | 20 |
| COMPOSITION PERCENT | | | | 30/70 | 21/67/12 | | | |
| COMPOSITION | | | 1 | 3 | | | | |
| | | | | 3 | 11 | 2 | | |
| ACTUAL NMP | | | 1 | 6 | 11 | 2 | | 20 |

EXHIBIT 8

POLICY FOR INQUIRIES AND SUBMISSION OF CORRESPONDENCE CONCERNING ENLISTED PERSONNEL MATTERS

| SUBJECT | SUBMIT TO | REFERENCE |
|--|---|--|
| Billets Authorized - Change, Revision or Correction | NAVMAC Via: Manpower Claimant | OPNAVINST 1000.16J |
| Priority Manning | CNO (N130) Via: Activity MCA Other three MCAs PERS-45 | OPNAVINST 1000.16J |
| Directed Manning | MCA Via: TYCOM EPMAC | |
| Navy Manning Plan (NMP) - Change, Revision or Correction | MCA Via: TYCOM EPMAC | |
| Manning Deficiencies - Command Readiness or Replacement | EPMAC Via: MCA TYCOM | |
| Enlisted Manning Inquiry Report (EMIR) | EPMAC Via: TYCOM NAVPERSCOM MCA Message per reference | MILPERSMAN 1306-108 |
| Requisitions - Change, Revision, Correction, Priority | EPMAC Via: MCA TYCOM | |
| Individual Requests | ACA Via: EPMAC | MILPERSMAN 1306-110 MILPERSMAN 1306-112 |
| Personnel Accounting (EDVR Corrections) | EPMAC | EDVRMAN DMRSMAN |

Definitions:

ACA: Assignment Control Authority
 NAVPERSCOM: Navy Personnel Command
 EPMAC: Enlisted Placement Management Center
 MCA: Manning Control Authority
 NAVMAC: Navy Manpower Analysis Center
 TYCOM: Type Commander